



**2023 REQUEST FOR PROPOSALS  
ESG and ESG-CV3 Funding**

**RELEASED: 04/19/2023 at 12:00 PM Noon**

**SUBMISSIONS DUE: Friday, 05/05/2023  
(No later than 5:00 PM)**

**PLEASE SUBMIT ALL QUESTIONS BY – 04/21/2023 by 3:00 PM to**  
**[Anita.Daniel@FlaglerHealth.org](mailto:Anita.Daniel@FlaglerHealth.org)**

ST. JOHNS COUNTY CONTINUUM OF CARE  
FLAGLER HOSPITAL, CoC LEAD AGENCY  
[WWW.STJOHNSCOUNTYCOC.ORG](http://WWW.STJOHNSCOUNTYCOC.ORG)

## 2023-25 ESG and ESC-CV3 Funding - Request for Proposals (RFP)

The St. Johns County Continuum of Care (CoC) has issued a Request for Proposals (RFP) for the following funding opportunities through the Florida Department of Children and Families (DCF): 1. Emergency Solutions Grant (ESG) and 2. Emergency Solutions Grant – COVID3 (ESG-CV3).

The CARES Act appropriated \$4 billion through the Emergency Solutions Grants (ESG) Program “to prevent, prepare for, and respond to coronavirus, among individuals and families who are homeless or receiving homeless assistance and to support additional homeless assistance and homelessness prevention activities to mitigate the impacts created by coronavirus under the Emergency Solutions Grants program (42 U.S.C. 11371).”

ESG Funds: Florida Department of Children and Families (DCF) renewed the FY19-22 unified contract with Flagler Hospital through 06/30/2025 (an additional three years). For fiscal years 2023-2025, the CoC Board has decided to renew Challenge and TANF awards and have a local competition for ESG.

ESG-CV3 Funds: DCF has made available funds for FY2023-24. The amounts for each eligible activity and each corresponding deliverables were decided by DCF.

### Eligible Populations, Activities, and Competition:

**Street Outreach** – engagement, case management, emergency health and/or mental health services, transportation, special population services (youth, victim services, living with HIV/AIDS) – **OPEN FOR COMPETITION**

**Emergency Shelter** – essential services such as case management, child care, education, life skills training, substance abuse treatment, outpatient and/or mental health, legal, transportation, special population (youth, victim services, living with HIV/AIDS), renovations and shelter operations - **OPEN FOR COMPETITION**

**Homelessness Prevention** – housing relocation and stabilization services (rental application fees, security deposits, last month’s rent, utility payments, moving costs, housing search and placement, stability case management, mediation, legal and credit repair), short and/or medium term rental assistance - **OPEN FOR COMPETITION**

**Rapid Re-Housing (RRH)** – housing relocation and stabilization services (rental application fees, security deposits, last month’s rent, utility payments, moving costs, housing search and placement, stability case management, mediation, legal and credit repair), short and/or medium term rental assistance - **OPEN FOR COMPETITION**

**Homeless Management Information System (HMIS)** – costs of contributing data and/or costs related to functioning as the HMIS lead agency

**Administrative costs** - general management, oversight and coordination, training on ESG requirements, costs associated with preparing and amending the CoC Plan, environmental review.

Agencies are not limited on project applications. An agency can apply for more than one project. Please see Attach I for additional information (as a guide and not as the definitive source of authority).

**ESG Funding Availability**

The St. Johns County CoC has \$226,000 available in ESG funds for fiscal year 2023-24 (07/01/2023 through 06/30/2024) and fiscal year 2024-25 (07/01/2024 through 06/30/2025). Funds available for each activity in each fiscal year are listed below.

**ESG Available Funds Per Activity:**

| <b>Eligible Activities</b> | <b>Available Amount</b> |
|----------------------------|-------------------------|
| Street Outreach            | \$50,000                |
| Emergency Shelter          | \$30,000                |
| Prevention                 | \$69,700                |
| Rapid Rehousing            | \$65,000                |
| HMIS                       | \$0.00                  |
| Admin                      | \$11,300                |
| <b>Total:</b>              | <b>\$226,000</b>        |

Notes:

1. Amounts were set with consideration of the following limits - street outreach and emergency shelter cannot exceed 60% of the fiscal year ESG award and administration costs cannot exceed 5% of the ESG award.
2. Admin has been directly awarded to Flagler Health+ as the Lead Agency.

**ESG-CV3 Funding Availability**

The St. Johns County CoC has \$143,235.31 available in ESG funds for fiscal year 2023-24 (07/01/2023 through 06/30/2024). Funds available for each activity are listed below.

**ESG Available Funds Per Activity:**

| <b>Eligible Activities</b> | <b>Available Amount</b> |
|----------------------------|-------------------------|
| Street Outreach            | \$27,500.00             |
| Emergency Shelter          | \$35,000.00             |
| Prevention                 | \$45,000.00             |
| Rapid Rehousing            | \$18,000.00             |
| HMIS                       | \$6,992.66              |
| Admin                      | \$10,742.65             |
| <b>Total:</b>              | <b>\$143,235.31</b>     |

Note: HMIS and Admin have been directly awarded to Flagler Health+ as the Lead Agency.

**I. Eligibility**

For the purposes of this RFP, The St. Johns County CoC will make funding available for projects that meet the following criteria:

1. Alignment with the current CoC current Strategic Plan (released with the Request for Information on 04.14.2023 and available on the [CoC website](#))
2. Proven ability to provide quality services, case management and housing to the greatest need of homeless population
3. Ability to describe planned versus actual services provided (not limited to: number of persons or households that are no longer homeless, rate of recidivism to homelessness and/or number of individuals who attain beneficial employment)

4. Ability to meet deliverables according to contract and to spend down allocated dollars in a timely and prudent manner by end of contract period
5. Emphasis on rapid exits from homelessness

\*Prospective grantees **must be current members of the CoC and respond** to this RFP if seeking funding.

## II. Proposal Requirements

You may apply for only ESG funds, only ESG-CV3 funds, or both. If applying for both, please follow the specific direction for each of the following required sections.

Layout requirements:

- ❖ 1 inch margins (top, bottom, left, right)
- ❖ Orientation - portrait
- ❖ Font – Times Roman, Size 12
- ❖ Line Spacing – only single or 1.5
- ❖ Page number bottom of page, centered
- ❖ Top header should include name of organization applying at the left and the funds (ESG, ESG-CV3, or ESG & ESC-CV3) being applied for at the right on each page

Proposals **MUST** contain the following sections, in the order listed below, those who do not will be excluded from further consideration, no exceptions:

1. Organization's Response to those Experiencing Homelessness – **not to exceed 2 pages**
  - This section only needs to be done once, whether applying for only ESG funds, only ESG-CV3 funds, or both.

The applicant should:

- a. Describe experience utilizing:
    - i. Eligibility criteria
    - ii. Process for accepting new clients
    - i. Process and criteria for exiting clients (Under a Housing First model)  
[https://www.usich.gov/resources/uploads/asset\\_library/Housing\\_First\\_Checklist\\_FINAL.pdf](https://www.usich.gov/resources/uploads/asset_library/Housing_First_Checklist_FINAL.pdf)
  - b. Demonstrate there are **NO** pre-conditions for entry – allowing entry regardless of current/past substance abuse, income, criminal record, marital status, family status, actual or perceived sexual orientation, gender identity
  - c. Show process for addressing situations that may jeopardize housing/project assistance, ensuring project participation is terminated only in the most severe cases
2. Project Description Overview – **not to exceed 5 pages (for each project if applying for more than one)**
    - This section needs to be completed for each funding source – ESG and/or ESG-CV3

The application should provide sufficient evidence to understand:

- a. Scope of ESG project and or scope of ESG-CV3 project
- b. Clients to be served (target populations, general demographics)
- c. Services to be provided (including anticipated # of clients to be served annually)
- d. Process to rapidly secure/maintain safe, affordable, and accessible permanent housing
- e. Plan for how clients will be assisted in obtaining mainstream benefits and increasing employment/income and maximize their ability to live independently

- f. Describe how you currently/plan to participate in HMIS and Coordinated Entry.  
Participation in both is a requirement for ESG funding
  - g. Case Management/Housing Placement – bonus points will be awarded to applicants who provide a process for locating housing for clients and offer case management focused on housing stability  
**NOTE: If applying for more than one activity and/or grant funding source (ESG and/or ESG-CV3), provide project descriptions for each activity**
3. Budget Summary – **not to exceed 2 pages – (for each project if applying for more than one)**  
Should include your overall plan of how you will allocate the funding under the allowable budget items, including your anticipated source of match (Funds used for ESG match cannot come from previous ESG match grants or any other grant. There is a 100% match requirement for this grant).  
**NOTE: If applying for more than one activity and/or grant funding source (ESG and/or ESG-CV3), provide project descriptions for each, provide a budget summary for each activity**
4. Organization’s Response to Homeless in our Community - **not to exceed 3 pages**  
➤ This section only needs to be done once, whether applying for only ESG funds, only ESG-CV3 funds, or both.  
Agency applicant will:
- a. Describe alignment with the CoC’s current Strategic Plan
  - b. If applicant has previously been funded by the CoC describe Agency’s:
    - i. Attendance at past CoC meetings
    - ii. Participation in CoC committees
    - iii. Experience in utilizing Coordinated Entry (CE)
    - iv. Experience in utilizing Homeless Management Information System (HMIS)
    - v. Reporting timeliness
    - vi. History with meeting deliverables (number of people served)
    - vii. History of spending down allocated funds
  - c. If applicant has previously NOT been funded by the CoC describe how Agency will:
    - i. Regularly attend CoC meetings
    - ii. Participate in CoC committees
    - iii. Utilize Coordinated Entry (CE)
    - iv. Utilize Homeless Management Information System (HMIS)
    - v. Submit reports on time
    - vi. Meet deliverables (number of people served)
    - vii. Spend down allocated funds
  - d. If applicant has previously been funded by the CoC describe Agency’s:
    - i. Commitment to the St. Johns Continuum of Care and how the agency has worked within the CoC. Give specific examples of sharing resources, making referrals to others in the CoC, expanding the CoC by bringing other providers to the table, etc.
  - e. If applicant has previously NOT been funded by the CoC describe Agency’s willingness to:
    - i. Fully participate in the St. Johns Continuum of Care and how the agency will work within the CoC. Give specific examples of how your agency will share resources, make referrals to others in the CoC, expanding the CoC by bringing other providers to the table, etc.

### III. Proposal Evaluation and Selection

All proposals submitted by the deadline will be evaluated through a multi-step process:

#### Step 1: Threshold Review:

Proposals will be reviewed by CoC Lead Agency staff for adherence to eligibility criteria and proposal requirements outlined in this RFP, to include:

- Applicant Eligibility: applicant is non-profit, has been in operation for at least two (2) years, in good standing with State of Florida, not listed on Excluded Party list
- Proposal Eligibility: proposal contains no fatal flaws

Fatal Flaws include:

- Proposal received after due time and/or date
- Proposal received from agency ineligible for funding as outlined in Section I: Eligibility
- Proposals are submitted in a manner not outlined in this RFP

#### Step 2: Proposal Review, Scoring, and Selection Process

- A. Proposals will be forwarded to the CoC Scoring and Review Task Force. The Scoring and Review Task Force will meet to review and score submitted and accepted proposals using the Scoring Tool provided in **Exhibit 3**. CoC Lead Agency staff will provide additional backup, as needed/requested, such as current CoC membership.
- B. The Scoring and Review Task Force will prepare a recommendation of funding, based on completed scoring and review forms, to present to the CoC Board.
- C. The CoC Board will review the recommendations for funding and will vote on a final decision.

Notice of Final Decision: Once funding approval is made by the CoC Board, CoC Lead Agency staff will provide written notice to each applicant of their status on May 18, 2023. Due to the short time frame in which these funds must be awarded, there will not be an appeals process. However, CoC Lead Agency staff will share notes and scores from the CoC Scoring and Review Task Force, if requested.

*\*Conflict of Interest: Any Scoring and Review Task Force member with a vested interest in a particular project will recuse themselves from scoring the project in which they have the vested interest. A vested interest includes being an employee, volunteer, and/or board member of an applicant agency or other entity that is a direct partner and/or would otherwise benefit directly from the proposed project.*

#### IV. Submission Instructions

**SUBMISSION DEADLINE – FRIDAY, MAY 5<sup>th</sup>, 2023 at 5:00 PM**

To be considered for this RFP, all submissions must be sent electronically to Anita Daniel  
[Anita.Daniel@flaglerhealth.org](mailto:Anita.Daniel@flaglerhealth.org) by 5:00 pm on Friday, May 5, 2023.

**WITHOUT EXCEPTION,  
NO PROPOSALS WILL BE ACCEPTED BY ST. JOHNS COUNTY COC  
AFTER THE SUBMISSION DEADLINE STATED ABOVE.**

#### Critical Dates and Timeline

|                        |                                |   |
|------------------------|--------------------------------|---|
| <b>April 14, 2023</b>  |                                | St. Johns County CoC conducts a RFI   |
| <b>April 19, 2023</b>  |                                | Intent to Submit due  |
| <b>April 19, 2023</b>  | <b>12:00 pm Noon</b>           | St. Johns County CoC issues Emergency Solutions Grant and Emergency Solutions Grant COVID 3 FY2023-2025 Request for Proposals |
| <b>April 21, 2023</b>  | <b>3:00 pm</b>                 | <b>RFP Questions Deadline</b>   |
| <b>April 24, 2023</b>  | <b>3:00 pm</b>                 | Answers to RFP questions provided to all applicants   |
| <b>May 5, 2023</b>     | <b>5:00 pm (no later than)</b> | <b>SUBMISSION DEADLINE</b>  |
| <b>May 8, 2023</b>     |                                | St. Johns County CoC Lead Agency staff review to ensure adherence to eligibility criteria including those listed below        |
| <b>May 9-12, 2023</b>  |                                | CoC Scoring and Review Task Force will review and score all project proposals   |
| <b>May 15, 2023</b>    |                                | CoC Scoring and Review Task Force will finalize recommendations for Board approval  |
| <b>May 16-17, 2023</b> |                                | St. Johns County CoC Board will review recommendations and vote on approval   |
| <b>May 18, 2023</b>    |                                | Notice of selection or non-selection to all applicants  |

#### RFP Questions

Questions related to this RFP will be accepted. Questions must be submitted in writing to Anita Daniel at [Anita.Daniel@flaglerhealth.org](mailto:Anita.Daniel@flaglerhealth.org) and be received no later than **Friday, April 21<sup>st</sup> at 3:00PM**. The St. Johns County CoC Lead Agency will compile all questions and answers, and post the document on the CoC website (<https://www.stjohnscountycoc.org/>) on Friday, April 22nd by 5:00PM.